

HOUSEHUNTING (HH) TRIP ALLOWANCE

What is it?

The only authorized purpose of a househunting trip is to seek a new residence.

Guidelines -

1. In order to be reimbursed for a househunting trip, the trip must be authorized on the travel authorization prior to being taken. The authorization should include method of reimbursement (actual or fixed); specific mode of transportation; and period of time allowed for the trip.
2. Employees select method of reimbursement at the time the authorization is prepared. **This choice is not subject to change at a later date.**
3. Temporary quarters (TQ) will be reduced when a househunting trip is granted. Check the TQ allowance section that follows for further consideration. Circumstances that would warrant the authorization of both househunting trip and temporary quarters would be unusual and will require full justification.
4. The duration of the househunting trip, including travel time, should not exceed 10 calendar days.
5. The employee and spouse may be authorized **one round trip for househunting purposes**. This trip may be taken as follows:
 - employee or spouse (separate trips) prior to reporting to duty
 - only spouse after employee reports to duty

Regardless of how the round trip is taken, the **total cost** will be limited to the equivalent of one round trip taken together.

6. The old and new duty stations must be in the continental United States.
7. The map distance between the old and new duty stations must be at least 75 miles.

Reimbursement -

The following list of expenses is provided to give an example of those costs that may be incurred and reimbursed if needed and authorized. Receipts are required for lodging and all items more than \$75.00.

- o Airfare

Travelers should secure contract fares through the Travel Management Center, if available, and charge travel transportation expenses with their DOE issued charge cards.

- o Mileage

If POV is authorized, as more advantageous to the government, the mileage rate is 15¢ per mile for one person and 17¢ per mile for two persons.

- o Local Transportation

Transit systems, POV, rental car. Taxi and limousine may be used to and from carrier terminals.

- o Per Diem

Actual Reimbursement Method - If this option is authorized, reimbursement will be based on actual days of travel; transportation and subsistence expenses must be itemized and receipts attached as required.

Employee: Lessor of the maximum per diem for the locality where the employee seeks residence quarters or the locality where the employee obtains lodging accommodations. (Effective March 1, 1997).

Spouse: Accompanying the employee, 3/4 of the employee rate.
Traveling separately, same as the employees' maximum, as stated above.

Beginning February 1, 1997, per diem for the first and last day of travel is always 3/4 of the M&IE rate, regardless of departure and/or arrival time.

Per diem is based on actual travel time. When POV is used as the method of travel, a average of 300 miles each day is used to calculate 1 day of per diem.

or

Fixed Reimbursement Method - If this option is authorized, transportation expenses must be itemized; no documentation required for subsistence expenses with the exception of lodging. Lodging must be documented and receipts attached as required; use the flat rate based on the formula below:

Employee and Spouse traveling together:

Locality rate at new duty station x 6.25

Employee or Spouse traveling separate:

Locality rate at new duty station x 5



TRAVEL MANAGEMENT POLICY

[Complete Table of Contents](#)
[Return to Chapter 302
Table of Contents](#)
[Return to FTR
Table of Content](#)

PART 302-4--ALLOWANCE FOR HOUSEHUNTING TRIP EXPENSES

SUBPART A--EMPLOYEE'S ALLOWANCE FOR HOUSEHUNTING TRIP EXPENSES

Sec.

[302-4.1](#) What is a "househunting trip"?

[302-4.2](#) What is the purpose of the househunting trip expenses allowance?

[302-4.3](#) Am I eligible for a househunting trip expenses allowance?

[302-4.4](#) Who is not eligible for a househunting trip expenses allowance?

[302-4.5](#) Must my agency authorize payment of a househunting trip expenses allowance?

[302-4.6](#) Under what circumstances will I receive a househunting trip expenses allowance?

[302-4.7](#) Who may travel on a househunting trip at Government expense?

[302-4.8](#) How many househunting trips may my agency authorize in connection with a particular transfer?

[302-4.9](#) May my spouse and I perform separate househunting trips at Government expense?

[302-4.10](#) How soon may I and/or my spouse begin a househunting trip?

[302-4.11](#) Is there a time limit on the duration of a househunting trip?

[302-4.12](#) When must my househunting trip be completed?

[302-4.13](#) What methods may my agency use to reimburse me for househunting trip expenses?

[302-4.14](#) What transportation expenses will my agency pay?

[302-4.15](#) Must I document my househunting trip expenses to receive reimbursement?

[302-4.16](#) May I receive an advance of funds for househunting trip expenses?

[302-4.17](#) Am I in a duty status when I perform a househunting trip?

SUBPART B--AGENCY RESPONSIBILITIES

Sec.

[302-4.100](#) How should we administer the househunting trip expenses allowance?

[302-4.101](#) What governing policies must we establish for the househunting trip expenses allowance?

[302-4.102](#) Under what circumstances may we authorize a househunting trip?

[302-4.103](#) What factors must we consider in determining whether to offer an employee the fixed amount househunting trip subsistence expenses reimbursement option?

Authority: 5 U.S.C. 5738; 20 U.S.C. 905(a); E.O. 11609, 36 FR 13474, 3 CFR, 1971-1975 Comp., p. 586.

[Return to Top of Chapter 302-4](#)

[Return to FTR Table of Content](#)

